



# Termination of Studies Policy

Version 1.2

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<b>Policy Approver</b>	Admissions Board	<b>Effective Date</b>	26/02/2021		

## 1. Policy

- 1.1. Course participants wishing to terminate their studies prematurely, may opt to voluntarily withdraw/ exit from a programme in accordance with the Termination of Studies Policy of the Institute for Education (IfE).
- 1.2. There may also be instances where a course participant may be terminated from a programme in view of a breach of the terms outlined in the course participant agreement, admission regulations or any other policy and/or procedure of the Institute for Education.

## 2. Definitions

- 2.1. **Withdrawal** - refers to the voluntary termination of studies prior to the actual commencement of a course.
- 2.2. **Resignation** – refers to the voluntary termination of studies prior to the completion of a full qualification programme.
- 2.3. **Exit** - refers to the termination of studies at a pre-established course exit point, such as a certificate of education, a postgraduate certificate or a postgraduate diploma. An exit is only possible for qualification programmes.
- 2.4. **Institute initiated termination** - refers to the termination of a course participant, which process is initiated by the Institute for Education in view of a breach of policy and/or procedure observed by any board or committee by the Institute for Education.

## 3. Course Participant Support

- 3.1. A course participant who wishes to discontinue his/her studies, may get in touch with the Manager Student Affairs ([ife.admissions@ilearn.edu.mt](mailto:ife.admissions@ilearn.edu.mt)) to discuss possible alternative solutions and support.

## 4. Refund

- 4.1. Course participants withdrawing/resigning from a programme, may request a refund as stipulated in the Tuition Fees Policy.
- 4.2. Refunds are usually processed within fifteen (15) working days from the date of notification of acknowledgement of the request for withdrawal/refund.

## 5. Procedures

### 5.1. Participants wishing to withdraw from a course should:

- 5.1.1 Contact the Course Coordinator or Manager Student Affairs who in turn will guide the course participant to fill in a withdrawal/termination of studies form which is available upon request.
- 5.1.2 In case a refund is due, the course participant is to ensure that the designated details are provided in the termination of studies form.
- 5.1.3 The course participant will receive an acknowledgement email confirming that the withdrawal has been processed.

### 5.2. Participants wishing to resign from a course should:

- 5.2.1 Contact the Course Coordinator or Manager Student Affairs who in turn will guide the course participant to fill in a withdrawal/termination of studies form which is available upon request.
- 5.2.2 In case a refund is due, the course participant is to ensure that the designated details are provided in the withdrawal/termination of studies form.
- 5.2.3 The course participant will receive an acknowledgement email confirming that the resignation has been processed.
- 5.2.4 The Course Coordinator will be responsible for notifying the appropriate lecturers of the resignation.
- 5.2.5 Course participants entitled to a qualification upon resignation from a course will be receiving the qualification by the end of November of the same calendar year. This is subject to resignation prior to the commencement of the academic year (16<sup>th</sup> September).

### 5.3. Participants wishing to exit from a course should:

- 5.3.1 Contact the Course Coordinator or Manager Student Affairs who in turn will guide the course participant to fill in an exit form which is available upon request.
- 5.3.2 The course participant will receive an acknowledgement email confirming that the unenrolment from the course has been processed.
- 5.3.3 Course participants entitled to a qualification upon exit from a course, will be receiving the qualification by the end of November of the same calendar year. This is subject to exit prior to the commencement of the academic year (16<sup>th</sup> September).

#### 5.4. Participants who are requested by the Institute for Education, to terminate their studies:

- 5.4.1 Will receive a formal communication from the Admissions Board of the Institute for Education, communicating the date of termination.
- 5.4.2 Course participants may appeal the decision of the Admissions Board in line with the [Appeals Policy and Procedures](#).
- 5.4.3 In case a refund is due, the course participant is to fill in a request for refund form available upon request from the Course Coordinator or [ife.admissions@ilearn.edu.mt](mailto:ife.admissions@ilearn.edu.mt).
- 5.4.4 Course participants entitled to a qualification upon termination, will be receiving the qualification by the end of November of the same calendar year. This is subject to termination prior to the commencement of the academic year (16<sup>th</sup> September).

#### 6. Re-enrolment

- 6.1. Course participants who terminate their studies cannot be re-enrolled within the same academic year.
- 6.2. A re-application for a course/programme at the Institute for Education must go through the admissions process.
- 6.3. In the case of re-application, applicants may not necessarily be accepted, and the modules previously obtained may not necessarily be considered for the recognition of prior learning.

#### 7. Relevant documents

- [Appeals Policy and Procedures](#)
- [Tuition Fees Policy](#)

#### 8. Version history

Originator	Version	Date	Changes Done
Admissions Dept.	1	26/02/2021	Initial Release
Admissions Dept.	1.1	29/03/2021	Updating to Definitions, Refund and Procedures
Admissions Dept.	1.2	05/10/2021	Updates to articles 5.2.5, 5.3.3 and 5.4.4